



**PLYMOUTH-CANTON**  
COMMUNITY SCHOOLS  
GLOBALLY FOCUSED. LOCALLY CONNECTED.

# Plymouth Canton Community Schools

## Update Name/Address Form

**Action:** (Please Check One)

- Name Change
- Address Change
- Name & Address Change

Date: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Current Name: \_\_\_\_\_

Employee #: \_\_\_\_\_  
(Located on top left corner of check voucher)

### Please Complete to Update Your Name

Updated Name: \_\_\_\_\_

Please Note: Name Changes must be processed in person. Please bring this completed form along with your new social security card to the payroll department (1<sup>st</sup> Floor of the EJ McClendon Center).

### Please Complete to Update Your Address

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Updated Phone Number: (\_\_\_\_\_) \_\_\_\_\_ Phone Type: Home or Cell (Please Circle)

Address changes can be returned to the payroll dept. in person or by email address to: [Payroll@pccsk12.com](mailto:Payroll@pccsk12.com)

Please provide a phone number where you can be reached if we have any questions \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date